PURGE ARCHIVE REQUEST

The Purge Archive is a report that consists of transaction and balance history that is no longer visible in the CLAS system. The CLAS system stores five years of transaction and balance history plus the current year.

There is a fee associated with Purge Archive requests. Below is the approximate cost breakdown:

- $80 programmer charge
- $10 handling fee charge
- $10 per year requested *

   *Historical data of year 1996 and 2007 are an additional $80 each due to a series of additional programs required to extract the data.

FORMS:

There are two different forms for requesting Purge Archive history:

1. ONE department – the "Request for Purged CLAS History" form is appropriate for acquiring transaction and balance history for a time frame that is ONLY for the current department.

2. TWO departments – the "Request from Prior Dept" form is appropriate when acquiring transaction and balance history for a time frame that involves two different departments.

Please DO NOT include a Social Security Number (SSN) on the form. A CLAS unit staff member will contact you to obtain the SSN upon receipt of the Purge Archive Request.